Transit Sustainability Project RFQ

Questions & Answers
February 16, 2010

Q1. Should a consultant or consultant team submit SOQ to qualify for Task 1 as a whole or can a consultant or consultant team submit SOQ to qualify for Market Research alone or can a consultant team submit an SOQ for ridership survey alone? Will the scope of task orders be based on Task 1 as a whole? Or will it cover one of the seven sub-tasks forming part of Task 1 or will it cover only a portion one of the sub-tasks?

A1. A consultant may submit SOQs for a specific element identified in Task 1. If the SOQ is only responding to some of the potential work elements in a task, the SOQ should clearly identify the relevant subtasks. The specific task orders will be determined as the project proceeds. Task orders may be given for sub elements of each task, or for tasks as a whole, depending on MTC's needs over the course of the project.

Q2. Given the absence of budget, how should the proposing firm assess correct amounts and percentages when utilizing UDBE subcontractors?

A2. Proposers should list the percentage to which the UDBEs will be utilized, if a Proposer will be utilizing multiple UDBE's they can either assign a specific percentage to each UDBE, or one percentage to be divided amongst all UDBE's listed. The second option allows the Proposer more flexibility in determining which UDBE to utilize when as specific work is assigned via task orders.

Q3. Several of the tasks separate analysis from stakeholder interaction and the development of recommendations. How does the MTC envision integration between the task teams that will accomplish the overall objectives?

A3. MTC anticipates that stakeholder input will be integrated with the development of recommendations. The exact nature of how that integration takes place will vary by task and over the course of the project. MTC anticipates that firms developing recommendations will at times be directly involved in stakeholder interaction, and at other times will rely on information and input gathered by MTC and/or other consultants or agencies.

Q4. Is MTC willing to waive the requirement of Errors and Omissions Professional Liability Insurance for types of firms that customarily are not required to carry such insurance because they do not have these kinds of exposures?

A4. No, there are definitely Errors and Omissions Professional Liability Insurance exposures in this contract, so this requirement will not be waived. However, the coverage amount required for Errors and Omissions insurance has been decreased. See Addendum #1 for the revised requirements.

Q5. Do subconsultants need to submit the required forms or just the prime? If subconsultants need to submit the forms, which ones are they required to submit?

A5. Only the prime is required to complete Appendix C-1 and Appendices E-1 through E-5. Please note, even though subconsultants are not required to sign and submit C-1, the insurance requirements listed therein apply to the subconsultants. Both the prime and subconsultants should sign and submit Appendix B.

Q6. Can the experience requirement of having completed 3 projects in the last 7 years be based on the collective experience of the individual consultant staff members instead of the experience of the company which employs them currently?

A6. Yes, as per the RFQ the requirement applies to "the consultant or consultant team", as such experience can be based on the collective experience of the individual consultant team members.

Q7. The RFQ requests "at least 1 copy of 1 report or final work product....which identifies the authors." If the work product is a meeting notice or flyer or PowerPoint presentation, the authors are typically not published on the product itself. Can we just identify the authors for each product in a list or separate document?

A7. Yes, you may identify the authors for each project in a separate document or list.

Q8. The RFQ states "a work sample must be submitted for each Task." Each major Task has a number of subtasks. Do you want a work sample representing each subtask?

A8. Firms are not required to submit a work sample representing each subtask. Please submit work samples that portray the qualifications of the consultant or consultant team.

Q9. Do our UDBE subcontractors/subconsultants need to submit work samples as well?

Q9. Subcontractors/subconsultants are not required to submit work samples. Please submit work samples that portray the qualifications of the consultant's or consultant team's qualifications.

Q10. Are firms that have existing contracts with MTC prohibited from submitting a Statement of Qualifications as a prime contractor or as a subcontractor for the TSP?

A10. No.

Q11. Is a contract with MTC to conduct audit work considered to be a conflict of interest for the purposes of the TSP?

A11. No.

Q12. Will qualified firms selected for the TSP be permitted to join other selected teams in order to respond to task orders issued by MTC for the TSP?

A12. No, firms will not be allowed to team up to respond to task order. If MTC determines that multiple firms are required for one portion of the project, we will issue individual task orders to the Consultants and require that Consultants work cooperatively and in coordination with each other.

Q13. Will MTC consider eliminating the requirement for Umbrella Insurance?

A13. Please see Addendum #1.

Q14. On each task order you issue, you will expect the contractor to meet the UDBE requirement. You will not necessarily find UDBE sub consultants for the prime consultant. It is the responsibility of the prime contractor to identify and partner with qualified UDBE consultant, if the prime contractor is not a UDBE on its own. So it is advisable for the potential respondents to team with UDBE partners at the outset. Is this correct?

A14. MTC does not have an opinion about teaming. But we anticipate that potential primes will identify UDBEs they will use to meet the goal in the RFQ in the required forms. (See *Appendices E-3, E-4, and E-5, the* Local Agency Proposer UDBE Information (Consultant Contracts), Local Agency Proposer DBE Information (Consultant Contracts), and UDBE Information-Good Faith Efforts respectively.*)* In order to be deemed responsive Proposers must submit completed *Appendices E-3, E-4, and E-5* in their SOQ's.

Q15. How many awards will there be per task?

A15. There are not predetermined numbers of awards per task. MTC anticipates that the number of awards will vary by task. Note- Pre-qualification of a Consultant or Consultant team by the Administration Committee will not necessarily result in award of a contract.

Q16. Can a company bid both singly and with a broader team?

A16. Yes.

Q17. Is the DBE requirement going to be managed at the MTC level if firms bid singly?

A17. No. Each response to the RFQ must meet the DBE requirements identified on page 4 of the Letter of Invitation and pages 8 and 28 of the RFQ.

Q18. Format for submitting -- Would you like to see specific ideas and recommendations that map back to what's outlined in the Task descriptions (e.g., Community outreach, Meeting facilitation and coordination, etc.)? Or rather, should we only submit relevant case studies that paint a picture of projects we have successfully completed in the past that would be applicable to the TSP?

A18. This is a Request for Qualifications, so proposers are only required to submit qualifications, as outlined in Sections II and III of the RFQ. When projects are assigned, MTC may request additional information from one or more firms on the panel.

Q19. Budget -- Should we propose a budget? What percentage of the total budget do you anticipate should/will be allocated to Tasks 1 and 2? Are there specific times of year or special announcements that may require more support than other times of the year?

A19. Responders are not required to propose a task budget, as Appendix A, Summary of Anticipated Work, is not an actual Task Order firms are responding to.

Q20. DBE -- Is it better to list more possible DBE partners/vendors rather than less? (From what we understand, proposed DBE partners in the RFQ response can't be amended after submittal; correct?)

A20. Responders must meet the UDBE goals stated on page 4 of the Letter of Invitation and pages 8 and 28 of the RFQ. Changes or additions to a team may only be made with the approval of the MTC Project Manager and a reasonable explanation of the changes.

Q21. Advertising -- Is there a current advertising campaign that will be supported by activities under Task 1? Or, should Task 1 assume that a campaign needs to be created (and media space purchased) to support messaging developed under Task 1?

A21. There is not a current advertising campaign.

Q22. Will Consultants be required to obtain a Fidelity, a Performance, or a Labor & Material Bond?

A22. No, Consultants will not be required to submit any bonds.

Q23. Is there an insurance deductible or self-insured retention that requires MTC approval?

A23. Deductibles, or self-insured retention of $100,000 or greater, shall be subject to the approval of MTC. Any other special coverage restrictive devices such as "coinsurance" must be declared and approved by the Project Manager prior to job commencement. Such approval will not unreasonably withheld.

Q24. Please clarify whether a vendor's DBE certification must be complete by the time we submit our proposal?

A24. Only DBEs certified at time of proposal submission will apply towards the UDBE goal.

Q25. Does property insurance apply to all proposers?

A25. The requirement for property insurance coverage applies to all proposers and their subcontractors.

Q26. The RFP requires the submittal of fully loaded hourly rates (Section H.). Such rates are to include "ordinary materials and supplies." Please clarify what are "extraordinary expenses" (are they travel, mileage, photocopying, phone, postage) that should not be included in the fully loaded rates.

A26. We expect proposers to indicate any expenses or costs to MTC that are not covered by the fully loaded hourly rate. (See Addendum #1)

Q27. As noted above, the RFP requires the provision of fully loaded rates. Since the term of the contract extends through October 31, 2012, should Consultants provide fully loaded rates for each year of the contract?

A27. Proposers may, but are not required to, submit firm rates though the extension terms, or provide an annual cost of living increase. If a cost of living increase is provided, please list effective date (i.e. July of every year) of the increase.

Q28. Can you clarify whether subconsultants must carry some or all of the same insurance policies required in the RFQ?

A28. Consultants shall require each of its subconsultants to provide the insurance policies required in the RFQ. Please see Addendum #1 for revised insurance requirements.